

# Youth Court Mini-Grant Application

## Applicant Information

Youth Court Name			
Applicant Agency			
Mailing Address			
	City	Zip	
Contact Person	Name		
	Phone	Fax	
	Email		



## Amount Requested

Personnel	
Contracted Services	
Equipment	
Supplies	
Other	
TOTAL	

Dates:	to	
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## Required Attachments

The following information is required. Please limit your response to no more than **two** pages.

### 1. Youth Court History

Provide a brief description of your current or proposed Youth Court. Describe how your program is structured, your referral source(s), recruitment strategy, how youth are processed through the court, sentencing options, number of cases heard, etc.

### 2. Budget Narrative

Provide details regarding your budget and how the funds will be used to implement, support or enhance your Youth Court Program. For each category, provide a justification for the expenditure.

*Personnel:* Include a brief job description and wage information.

*Contracted Services:* Identify the contractor and services to be provided. Contractors usually provide one-time services.

*Capital Equipment:* Considered to be anything over \$1,000. List each item separately.

*Supplies:* Includes items such as printing, postage, equipment under \$1,000, etc.

*Other:* Any items that cannot be categorized above.

**Unallowable Expenses:** Entertainment, food not part of a formal training event, office furniture, and incentives/gifts.

Authorized Signature	Date

# **Youth Court Mini-Grant Program Guidelines**

## **Purpose**

The purpose of the Youth Court Mini-Grant Program is to support the efforts of current and new Youth Court programs. Applications will be accepted twice a year. This year's deadlines are April 2 and October 1, 2001 by 5:00 pm. Requests cannot exceed \$2,000. Funding for this program is limited and will be awarded based on need.

## **Background Information**

The Utah Attorney General's Office provides staff support to the Utah Youth Court Board. The Board, created through 1998 Utah Legislation, provides oversight and guidance for the implementation of Youth Court/Peer Court programs in the state. For more information about Utah Youth Courts and the Board visit our website:

[www.attygen.state.ut.us](http://www.attygen.state.ut.us). Click onto Youth Courts.

The Board also serves as the Grant Review Committee for the Youth Court Mini-Grant Program. Funding for this program is made possible through the Utah Highway Safety Office which receives funding from the U.S. Department of Justice, Underage Drinking Grant.

## **Grant Application Process**

Funding can only be awarded to a unit of local government such as a city or county or to a non-profit organization. Funds are awarded on a reimbursement basis.

Complete the cover sheet and attach your Youth Court History information and the Budget narrative. One original and five copies should be submitted to:

Utah Attorney General's Office  
Attn: Pam Blackham  
5110 State Office Building  
Salt Lake City, Utah 84114

The Youth Court Board will consider the applicant's need and quality of program activities. Applicants will be notified of a decision within 60 days.

## **Grant Reporting Requirements**

At the end of the grant period, submit a detailed invoice and attach receipts to receive financial reimbursement. A narrative report, no more than two pages, is also required to indicate how the funds were used and the impact of those funds on the Youth Court program.

For more information about the program, contact Pam Blackham at 801-538-9527.